

Section 8 Staff Functions

Program Assistants - Section 8: Responsible for initial application, screening, voucher issuance, certification, interim changes to family composition, annual recertifications and any other pertinent family information. There are seven Section 8 Program Assistants at this time and their caseload is divided alphabetically.

Program Assistant - Special Programs - There is one Program Assistant assigned to special programs to include FUP, VASH, Renee's Project, DT-700, Linkages and also Public Housing. This position is responsible for initial application, screening, voucher issuance, certification, interim changes to family composition, annual recertifications and any other pertinent family information related to these programs. This position reports to the S8 Housing Specialist.

Program Assistant - Waiting List: Responsible for initial input of applications, notification of status and systematic updating of all waiting lists. This position also runs background checks on all new applicants and their family members over 18 years of age at the time of application. Responsible for interviewing clients whose names have come to the top of the waiting list and verifying eligibility and preference status. Responsible for purge, notifications of withdrawn status, and any other correspondence related to the waiting list. There is one Program Assistant assigned to this designation at this time and the position reports to the S8 Housing Specialist.

S8 Housing Specialist: Directly responsible for the daily activities of eight Program Assistants. This position is responsible for electronic reporting of data to HUD and other agencies. Schedules work assignments for future projects dealing with Section 8, Waiting List, Public Housing and Special Programs. This position reports to the S8 Housing Program Manager.

FSS Coordinator – The FSS Coordinator is responsible for interviewing of applicants, performing certifications and maintaining files for the Family Self-Sufficiency Program participants. Coordinate and prepare individual training service plans, monitor escrow savings and assist FSS program participants in completing their FSS contracts. This position is also responsible for coordination of services with local non-profit and social services agencies and resources to those program participants. This position reports to the Homeownership Program Coordinator.

Homeownership Program Coordinator – The Homeownership Program Coordinator is responsible for assisting current S8 Program Participants to purchase a home through the HCV Homeownership Program. This position assists potential homeowners in the pre-qualification process and pre-homeownership education and coordinates activities with lenders, realtors, and community service agencies in preparation of home purchase. This position maintains S8 caseload of all Homeowners in this program to include annual and interim certifications, mortgage rate changes, calculation of property assets, etc. This position reports to the Housing Director.

Housing Inspection Coordinator: Directly responsible for the daily activities of the Housing Inspectors. Manages the department's Rent Reasonableness and Housing Quality Control programs. Responsible for the maintenance of all records and files associated with the rental inspection portion of the Housing Department. Researches and interprets Section 8 procedures. Develops reports for intra-office use and for compliance with HUD regulations.

Housing Inspector: Responsible for conducting initial and renewal inspections of S8 housing units. Interprets Section Eight Housing Standards Regulations and explains the standards and procedures to landlords and tenants.

NOTE: The above information has been designed to indicate the general nature and level of work performed but is not inclusive of all duties and responsibilities assigned to these jobs.